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OFFICE ASSISTANT II
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
SELF-INSURANCE
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: SPECIAL QUALIFICATIONS DESIRED: TO WORK IN THE FINANCIAL CONDITIONS UNIT TO ASSIST THE OTHER OFFICE ASSISTANT AND DATA ANALYST 1 IN COMPLETING CLERICAL TASKS, OFFICE PROCEDURES AS WELL AS ASSIST OTHER AREA'S WITHIN THE UNIT.
JOB DUTIES: UNDER GENERAL SUPERVISION, PERFORMS ADVANCED LEVEL, RESPONSIBLE AND COMPLEX CLERICAL TASKS, INTERPRETS OFFICE PROCEDURES, RULES AND REGULATIONS. PERFORMS RELATED WORK AS REQUIRED. MUST BE ABLE TO COMMUNICATE WELL WITH PEOPLE. MUST BE ABLE TO ANALYZE AND REVIEW DOCUMENTS FOR ACCURACY AND INITIATES CORRECTION OF ERRORS. TASKS MAY INCLUDE OPENING, SORTING AND DISTRIBUTING INCOMING AND OUTGOING MAIL; ANSWERING THE PHONE, ASSIST CALLERS; DEPOSIT CHECKS RECEIVED FOR FILING FEES, RENEWALS, ETC; ASSIST THE FINANCIAL ANALYST WITH ENTERING NOTES INTO THE DATABASE AND INDEXING ASSIST THE TAX AREA IN PREPARING LETTERS FOR LATE AND NON-FILER TAX FILINGS. MUST BE ABLE TO OPERATE OFFICE EQUIPMENT SUCH AS CALCULATOR, COPY MACHINE AND OTHER. REQUIRES COMPUTER SKILLS INCLUDING: MICROSOFT WORD, EXCEL AND SCANNING CAPABILITIES. MUST BE ABLE TO MULTI TASK. ASSIST WITH SPECIAL PROJECTS.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: TWO YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN ROUTINE OFFICE WORK.
SUBSTITUTION: COLLEGE HOURS, RELATED BUSINESS SCHOOL, OR VOCATIONAL TRAINING MAY BE SUBSTITUTED THROUGH AN ESTABLISHED FORMULA FOR THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 005 \$18,552.00 - \$34,332.00

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DEADLINE: SEPTEMBER 09, 2016

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS170007 ON APPLICATION